



CITY OF HOUSTON

Job Posting

1	<i>Applications accepted from:</i>	ALL PERSONS INTERESTED
2	<i>Job Classification</i>	CLERK
3	<i>Posting Number</i>	PN #104600
4	<i>Department</i>	HOUSTON POLICE
5	<i>Division</i>	BURGLARY & THEFT
6	<i>Section</i>	ALARM DETAIL
7	<i>Reporting Location</i>	1200 TRAVIS, 14 TH FLOOR *
8	<i>Workdays & Hours</i>	MONDAY – FRIDAY, 8:00 A.M. – 4:00 P.M.*
		*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**
Maintain permit application files. Retrieve and return applications to files per request. Performs special projects as assigned. Serves as translator for Spanish speaking customers via telephone and walk-ins.

10 **WORKING CONDITIONS**
There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**
Ability to read, write, add, subtract and follow oral and/or basic written instructions as might normally be acquired through nine to eleven years of formal schooling. No special knowledge of any subject area or technical field is required.

12 **MINIMUM EXPERIENCE REQUIREMENTS**
No experience is required.

13 **MINIMUM LICENSE REQUIREMENTS**
None.

14 **PREFERENCES**
None.

15 **SELECTION/SKILLS TESTS REQUIRED**
None.

16 **SAFETY IMPACT POSITION** Yes No X
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**
Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range – Pay Grade 5
\$591.00 - \$776.00 Biweekly \$15,366.00 - \$20,176.00 Annually

18 **OPENING DATE** May 18, 2005

19 **CLOSING DATE** May 24, 2005

20 **APPLICATION PROCEDURES**
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. **Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. Our TDD phone number is (713) 837-9496.**

An equal opportunity employer